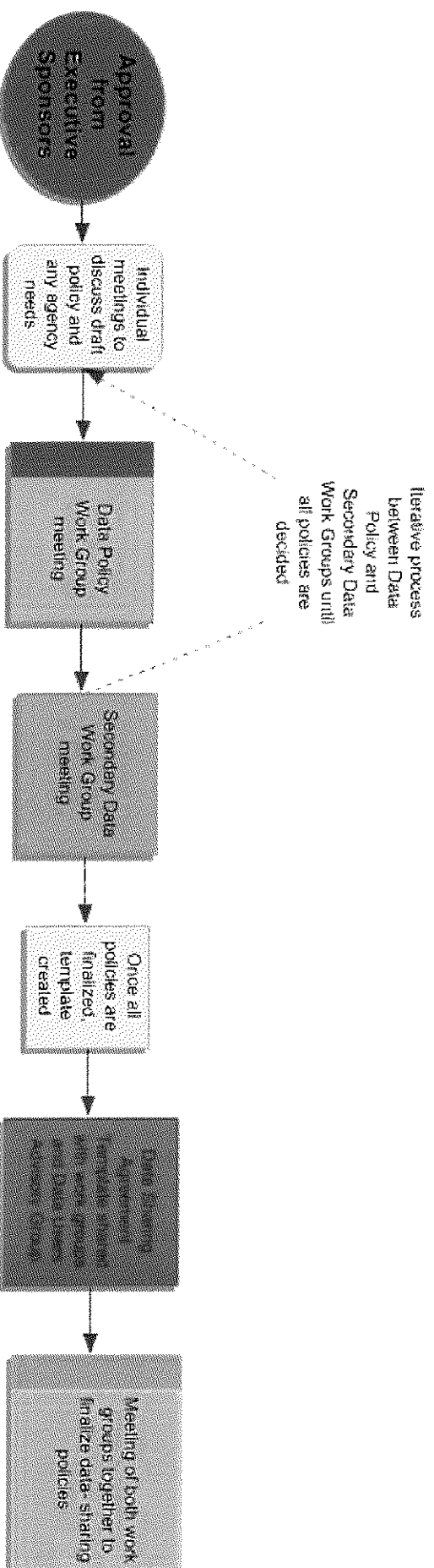# PROCESS TO DEVELOP DATA-SHARING POLICIES

Statement of purpose: To meet the needs of ERDC and the grant, ERDC will work with representatives from education and other data contributing agencies to create:

- a data sharing agreement template
- a process to prioritize requests
- a process to notify agencies when their data has been shared
- other products or processes the representatives deem necessary

Individual meetings to discuss draft policy and any agency needs

Data Policy Work Group meeting

Iterative process between Data Policy and Secondary Data Work Groups until all policies are decided

Secondary Data Work Group meeting

Once all policies are finalized template created

Approval from Executive Sponsors

Meeting of both work groups together to finalize data-sharing policies

Deliverables created by this process that form "Washington P-20 Data-Sharing Policies:

4/30	Data Sharing Matrix
6/30	Reporting Guidelines
8/31	Review of Products Guidelines
10/31	Criteria for Receiving Data
1/31/12	Data Sharing Agreement Template
5/31	Data Set Request Process
6/30	Prioritization Process; End of Work Group commitment

Group	Expectations	Members
Data Policy Work Group Main data contributors; most requests will involve at least one, if not all of these data contributors	- Monthly individual meetings - Monthly work group meetings - Discuss materials with appropriate staff prior to individual and monthly meetings - Periodic email or phone call responses when needed - Prepared to approve draft at the meeting	- Department of Early Learning - ECEAP provider - Office of Superintendent of Public Instruction - School district rep - State Board for Community and Technical Colleges - Community or Technical College rep - Higher Education Coordinating Board - Council of Presidents - Public Baccalaureate Institution rep - Employment Security Department - Attorney General's Office-Dave Stolier - Legislative Evaluation and Accountability Program Committee-Tom Jensen (Executive Sponsor) - Office of Superintendent of Public Instruction-Bob Butts (Executive Sponsor)
Secondary Data Work Group Auxiliary data matched to data provided by main data agencies	- Monthly work group meetings - Discuss materials with appropriate staff prior to monthly meetings - Periodic email or phone call responses when needed - Prepared to approve draft at the meeting	- Department of Corrections-admit and education data - Labor and Industries-Apprenticeship data - Workforce Training & Education Coordinating Board-Private Career Colleges data - Department of Retirement Systems-Teacher retirement data
Data Users Advisory Group Provide perspective on process from the consumer side	Provide feedback on draft template and process to prioritize work	- Researchers (Marge Plecki, Dan Goldhaber) - Other agencies (PESB, SBE, DSHS, JLARC, WSIPP) - Kids Count - Gates Foundation - K-12 Groups (WEA, WASA, WSSDA, PSE, AWSP, WA-PTA, WAEYA) - Legislative staff - Others (CCER-Seattle Foundation, New Futures, MESA)